

ORGANIZATION OF THE OFFICE OF PLANT AND OPERATIONS TABLE OF CONTENTS

SECTION 2

PHOTOGRAPHIC AND DUPLICATING SERVICES

1. Memorandum 1094 dated July 13, 1943, "Transfer of Jurisdiction of the Departmental Photographic and Duplicating Services.
2. Memorandum of Understanding dated June 5, 1943 between A. B. Thatcher and the Office of Information re Printing & Duplicating Services.
- 3.

1. Memorandum dated July 12, 1962, with copy of a resolution of the
Department of Information and Publicity Service.
2. Memorandum of Understanding dated June 10, 1962 between A. B. L. and
the Office of Information and Publicity Service.

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Secretary's File Room

July 13, 1943

MEMORANDUM NO. 1094

Transfer of Jurisdiction of the Departmental Photographic and
Duplicating Services

Pursuant to the provisions of the 1944 Agriculture Appropriation Act, the functions of the Division of Photographic and Duplicating Services of the Office of Information, together with the personnel, property, records and funds, are transferred to the jurisdiction of the Office of the Secretary, effective July 1, 1943.

The Chief, Office of Plant and Operations, is hereby directed to assume responsibility for the activities of the Division of Photographic and Duplicating Services, and will (1) maintain such controls in the Division of Photographic and Duplicating Services as may be necessary to insure that the duplicating services are not used as a substitute for printing, and (2) be responsible for such continuing action as is necessary to cause the consolidation of these services in accordance with Secretarial Memorandum No. 1023, dated July 11, 1942, Budget Bureau Circular 379, and the provisions of the Agriculture Appropriation Act which require that "such central services shall, to the fullest extent practicable, be used to make unnecessary the maintenance of separate like services in the bureaus, offices and agencies of the Department."

The requirement of that part of Regulation 1356 that "Material that is to be sent out to the public, or that involves the work of other departments, bureaus, or offices, or matters of Department policy is subject to review by the Director of Information" will continue to be met by the bureau concerned prior to requisitioning duplicating services.

Secretary's File Room
(Signed)

Claude R. Wickard

Secretary

Originated in: Plant & Operations, 7-2-43
Initialed by: ABT; KH; JHM
Rewritten in: B&F, Administrative Council, 7-7-43

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Secretary's File Room

July 13, 1943

MEMORANDUM NO. 1094

Transfer of Jurisdiction of the Departmental Photographs and
Duplicating Services

Pursuant to the provisions of the 1944 Agriculture Appropriation Act, the functions of the Division of Photographic and Duplicating Services of the Office of Information, together with the personnel, property, records and funds, are transferred to the jurisdiction of the Office of the Secretary, effective July 1, 1943.

The Chief, Office of Plant and Operations, is hereby directed to assume responsibility for the activities of the Division of Photographic and Duplicating Services, and will (1) maintain such control in the Division of Photographic and Duplicating Services as may be necessary to insure that the duplicating services are not used as a substitute for printing, and (2) be responsible for such continuing action as is necessary to ensure the consolidation of these services in accordance with General Order No. 1023, dated July 11, 1942, Budget Bureau Circular 379, and the provisions of the Agriculture Appropriation Act which require that "such central services shall, to the fullest extent practicable, be used to make unnecessary the maintenance of separate like services in the bureaus, offices and agencies of the Department."

The requirement of that part of Regulation 1375 that "Material that is to be sent out to the public, or that involves the work of other departments, bureaus, or offices, or matters of Department policy is subject to review by the Director of Information" will continue to be met by the Bureau concerned prior to reproducing duplicating services.

Secretary's File Room
(Signed)

Charles R. Wickard

Secretary

OFFICE OF
THE SECRETARY OF AGRICULTURE

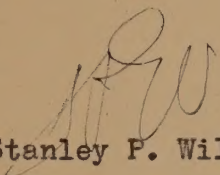
July 8, 1943

Mr. Webster -

You will recall an earlier conversation I had with you regarding the attached memorandum when I felt it would be unwise to permit what was a pretty vague division of responsibility between P&O and Information with respect to measures to insure against use of duplicating services as a substitute for printing.

The attached draft represents agreement between P&O and Information and I have initialed it on the understanding that Thatcher now assumes full responsibility for this function. He has confirmed to me verbally that he too has the same understanding. The last paragraph continues the present responsibility of the Office of Information to clear stuff going out to the public.

Believe we should make an effort to have this ready to issue as soon as the Appropriation Bill is signed.



Stanley P. Williams

Mr Stanley P Williams
Admin Council



DEPARTMENT OF AGRICULTURE
WASHINGTON

July 1, 1943.

MEMORANDUM NO.

Transfer of Jurisdiction of the Departmental Photographic and
Duplicating Services

Pursuant to

~~In accordance with the provisions of the 1944 Agriculture Appropriation Act,~~ the functions of the Division of Photographic and Duplicating Services of the Office of Information, together with the personnel, property, records and funds, are transferred to the jurisdiction of the Office of the Secretary, *effective July 1, 1943.*

The Chief, Office of Plant and Operations, is hereby directed to assume responsibility for the activities of the Division of Photographic and Duplicating Services, and will (1) maintain such controls in the Division of Photographic and Duplicating Services as may be necessary to insure that the duplicating services are not used as a substitute for printing, and (2) be responsible for such continuing action as is necessary to cause the consolidation of these services in accordance with Secretarial Memorandum No. 1023, dated July 11, 1942, *Budget Bureau Circular 379,*

requirements *That part of* *1356*
The provisions of paragraph 1356 of the Department Regulations, *that requiring,* that "Material that is to be sent out to the public, or that involves the work of other departments, bureaus, or offices, or matters of Department policy is subject to review by the Director of Information" will be effectuated prior to requisitioning duplicating services.

not

This memorandum is effective immediately.

Secretary

as the provisions of the 1944

Continue to be met by the Bureau or agency concerned

K.H.

John

APW

maintenance of separate like services in the bureaus, offices and agencies of the Department."

as the provisions of the 1944 Appropriation Act which require that "such central services shall, to the fullest extent practicable, be used to make unnecessary the

MEMORANDUM NO.

Transfer of Jurisdiction of the Departmental Photographic and
Duplicating Services

In accordance with the provisions of the 1944 Agriculture Appropriation Act, the functions of the Division of Photographic and Duplicating Services of the Office of Information, together with the personnel, property, records and funds, are transferred to the jurisdiction of the Office of the Secretary.

The Chief, Office of Plant and Operations, is hereby directed to assume responsibility for the activities of the Division of Photographic and Duplicating Services, and will (1) maintain such controls in the Division of Photographic and Duplicating Services as may be necessary to insure that the duplicating services are not used as a substitute for printing, ~~or in any way violate the requirements of the Congressional Joint Committee on Printing as administered in the Department by the Director of Information,~~ and (2) be responsible for such ^{Continuing} further action as is necessary to cause the consolidation of these services in accordance with Secretarial Memorandum No. 1023, dated July 11, 1942.

^{provisions} The ~~purposes~~ of ~~paragraph~~ 1356 of the Department Regulations will be effectuated prior to requisitioning duplicating services. ^{that "material etc."}

Secretary

Report of the Board of Directors of the
University of California

The Board of Directors of the University of California, in its annual report, has the honor to acknowledge the many contributions of the faculty and the students to the progress of the university during the year. The Board also wishes to express its appreciation to the many friends of the university who have contributed to its support.

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MEMORANDUM NO.

Transfer of Jurisdiction of the Departmental Photographic and
Duplicating Services

In accordance with the provisions of the 1944 Agriculture Appropriation Act, the functions of the Division of Photographic and Duplicating Services of the Office of Information, together with the personnel, property, records and funds, are transferred to the jurisdiction of the Office of the Secretary.

The Chief, Office of Plant and Operations, is hereby directed to assume responsibility for the activities of the Division of Photographic and Duplicating Services, and will (1) maintain such controls in the Division of Photographic and Duplicating Services as may be necessary to insure that the duplicating services are not used as a substitute for printing or in any way violate the requirements of the Congressional Joint Committee on Printing as administered in the Department by the Director of Information, and (2) be responsible for such ^{Continued} ~~further~~ action as is necessary to cause the consolidation of these services in accordance with Secretarial Memorandum No. 1023, dated July 11, 1942.

The purposes of paragraph 1356 of the Department Regulations will be effectuated prior to requisitioning duplicating services.

Secretary

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Y

ROUGH DRAFT
-19-43

M. F. Smith

SECRETARY'S MEMORANDUM NO.

Transfer of Division of Photographic and Duplicating
Services from the Office of Information to the
Office of Plant and Operations

The Division of Photographic and Duplicating Services, Office of Information, together with its personnel, property, ^{records} and funds, is hereby transferred to the Office of Plant and Operations, effective July 1, 1943.

The Office of Information will continue to issue instructions with respect to types of work which may be duplicated and types which must be printed, and shall be responsible for seeing that these instructions are observed.

The Office of Plant and Operations will be responsible for the operation, on a reimbursable plan, of the Division of Photographic and Duplicating Services as a service agency to the entire Department. The reimbursable costs of operation will include charges for labor, material, and overhead expenses. The Office of Plant and Operations will be responsible for further action necessary in completing the consolidation of such services in accordance with Secretary's Memorandum No. 1023, dated July 11, 1942.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

MEMORANDUM NO. 1023, SUPPLEMENT 1

Transfer of Division of Photographic and
Duplicating Service

The Division of Photographic and Duplicating Service, together with its personnel, property, and funds, is transferred from the Office of Information to the Office of Plant and Operations, effective July 1, 1943.

The authority vested in the Director of Information by Memorandum No. 1023 of July 11, 1942, to consolidate duplicating and certain photographic work, is hereby transferred to the Chief, Office of Plant and Operations.

The Director of Information shall issue instructions with respect to types of work which may be duplicated and types which must be printed, and shall be responsible for seeing that these instructions are observed.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY
WASHINGTON, D. C.

MEMORANDUM FOR THE SECRETARY

RECOMMENDATION FOR THE
ESTABLISHMENT OF A

The Bureau of Plant Industry has been authorized by the Department of Agriculture to conduct a study of the possibilities of establishing a new plant industry in the United States. The results of this study are being reported to the Secretary of Agriculture for his consideration.

The study was conducted by the Bureau of Plant Industry, Department of Agriculture, and the results are being reported to the Secretary of Agriculture for his consideration. The study was conducted by the Bureau of Plant Industry, Department of Agriculture, and the results are being reported to the Secretary of Agriculture for his consideration.

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1. *Summary*
2. *Salisbury*

MEMORANDUM NO.

Transfer of Jurisdiction of the Departmental Photographic and Duplicating Services

In accordance with the provisions of the 1944 Agriculture Appropriation Act, the functions of the Division of Photographic and Duplicating Services of the Office of Information, together with the personnel, property, records and funds, are transferred to the jurisdiction of the Office of the Secretary.

The Chief, Office of Plant and Operations, is hereby directed to assume responsibility for the activities of the Division of Photographic and Duplicating Services, and will (1) maintain such controls in the Division of Photographic and Duplicating Services as may be necessary to insure that the duplicating services are not used as a substitute for printing, and (2) be responsible for such continuing action as is necessary to cause the consolidation of these services in accordance with Secretarial Memorandum No. 1023, dated July 11, 1942.

The provisions of paragraph 1356 of the Department Regulations that "Material that is to be sent out to the public, or that involves the work of other departments, bureaus or offices, or matters of Department policy is subject to review by the director of information" will be effectuated prior to requisitioning duplicating services.

Secretary

has a fine collection of the following:

Memorandum No. 111, dated July 11, 1941.

The provisions of paragraph 1956 of the Internal Regulations that "material that is to be sent out to the public, or that involves the work of other departments, divisions or offices, or matters of importance, is subject to review by the Director of Information" will be eliminated prior to reestablishing duplicating services.

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APPROPRIATIONS

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ORGANIZATION

(Info.)

COOPERATION

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JUN 5 1943

Inform. hand

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MEMORANDUM OF UNDERSTANDING
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Secretary's File Room

The Agriculture Appropriation Bill for the fiscal year 1944 provides that the "Working Capital Fund," Office of the Secretary, will finance central duplicating, mailing and photographic service work for the Department. Under the applicable provision in the Appropriation Act, the Division of Photographic and Duplicating Service will be transferred from the Office of Information to the Office of Plant and Operations of the Department on July 1, 1943.

Under the outstanding laws, regulations and requirements of the Congressional Joint Committee on Printing, the Government Printing Office, the General Accounting Office, the Bureau of the Budget, and the Department, the Director of Information is vested with certain responsibilities in supervising the printing and binding work of the Department, and in connection therewith has the responsibility of preventing substantial use of duplicating facilities as a substitute for printing.

In view of the responsibilities vested in the Director of Information, the Chief, Office of Plant and Operations, will establish such controls in the Photographic and Duplicating Service Division as may be necessary to determine (1) whether the work should be duplicated or printed, or (2) whether questions of policy require review by the Office of Information.

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MEMORANDUM OF UNDERSTANDING
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Secretary's File Room

JUN 2 1943

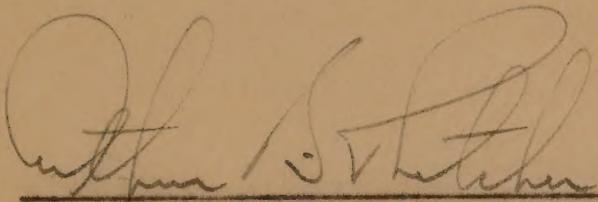
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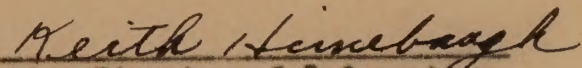
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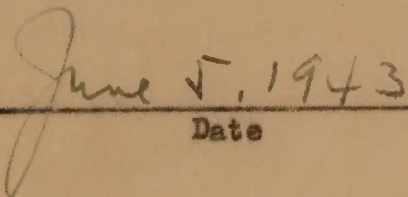
In view of the responsibilities vested in the Director of Information, the Chief, Office of Plant and Operations, will establish such controls in the Photographic and Duplicating Service Division as may be necessary to determine (1) whether the work should be duplicated or printed, or (2) whether questions of policy require review by the Office of Information.

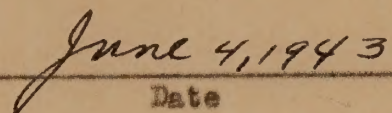
BROUGHT FOR

Subsequent to July 1, 1943, the effective date of the proposed transfer, the Chief, Office of Plant and Operations, will take such further steps as may be necessary to effectuate the provisions of Bureau of the Budget Circular No. 379, dated September 5, 1941, and Office of Information Memo. No. 58, dated May 28, 1943.


Chief, Office of Plant and Operations

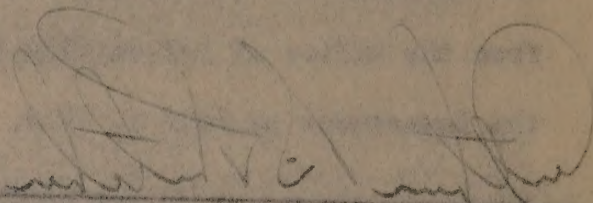

Acting Director of Information


Date

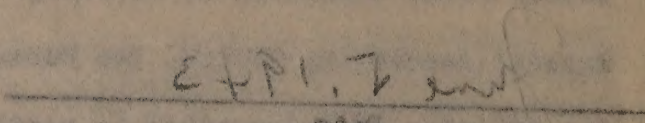

Date

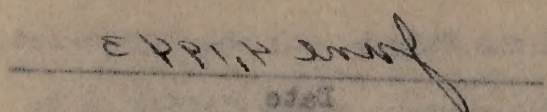
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MAY 1943

Subsequent to July 1, 1943, the effective date of the proposed transfer, the Chief, Office of Plans and Operations, will take such further steps as may be necessary to effectuate the provisions of Bureau of the Budget Circular No. 379, dated September 8, 1941, and Office of Information Memo. No. 38, dated May 28, 1943.


Chief, Office of Plans and Operations


Acting Director of Information


June 7, 1943


June 4, 1943

Information

(1) whether possession of policy requires action by the Office of Information

(2) whether the work should be handled as proposed, or

to the Department and the following Bureau Circulars may be necessary

the Chief, Office of Plans and Operations, will coordinate such transfer

in view of the Department's interest in the transfer of Information

proposing that there be a committee to coordinate the transfer

action should be taken to effectuate the transfer of Information

the Department and the following Bureau Circulars may be necessary

to the Department and the following Bureau Circulars may be necessary